

Report For Week Ending 8 July 1958  
From  
Records Center

During the week the following accessions were made:

COMPT	16 Cu. Ft.
OCR	130 " "
DCI	5 " "
MS	6 " "
ORR	22 " "
PERS	1 " "
OL	14 " "
OSI	10 " "
OCI	4 " "
Sub-Total:	<hr/> 208 Cu. Ft.
Finished Intelligence	99 " "
Total:	<hr/> 307 Cu. Ft.

Map Negatives	1,177 Cu. Ft.
Records Holdings	24,878 " "
Distribution Material Holdings	11,070 " "
Total:	<hr/> 37,125 Cu. Ft.

Distribution Material Disposed of at Center	21 Cu. Ft.
Distribution Material Transferred from Center	3 " "
Records Disposed of at Center	53 " "
Records Transferred from Center	21 " "
Total:	<hr/> 98 Cu. Ft.

Accessioning & Disposal

The Center furnished 82 assembled records center boxes to the various offices.

It was necessary for the Center to provide the armed escort for the bulk delivery of records from Headquarters, this was caused as a result of Security not having anyone available.

During the week 262 cubic feet of records were disposed of by [REDACTED]  
248 cubic feet of these records were transported to the [REDACTED]  
by four Records Center employees.

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The memorandum dated 27 June 1958, subject - Disposal Authorization for Certain Control Records, is in the process of being applied to all Records Control Schedules. The records that are eligible for destruction under this new disposal instruction will be processed into the records disposal area.

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Reference

The request for service during the week was normal.

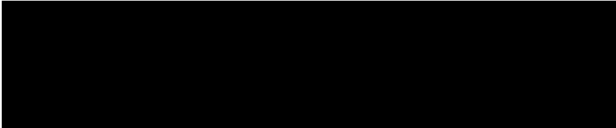
Projects

Due to personnel being on vacation it was impossible to work on any of the pending projects.

News

*News*  
The final inspection of the new addition to the Center is still continuing.

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Chief, Records Center

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The following figures indicate the space utilization by operating component within the Center:

<u>Operating Component</u>	<u>Available</u>	<u>Utilized</u>	<u>Total</u>
Supplemental Distribution	10	10,940	* 10,950
DD/P	3,027	5,703	8,730
DD/S	92	8,248	8,340
DD/S (Compt.Grilled Area)	28	452	480
DD/I	58	7,442	7,500
DD/I (Grilled Area)	223	3,557	3,780
DCI	23	37	60
Map Negatives	<u>368</u>	<u>1,222</u>	<u>1,590</u>
TOTAL:	3,829	37,601	** 41,430

\* 960 cubic feet of this area were removed to make room for the general storage and processing area.

\*\* This total includes 1,170 cubic feet of emergency shelving that has been erected in the Center.

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